

Notes on Meeting  
Steering Committee for the Survey of State Library Agencies  
February 19-20, 1998

The Steering Committee for the Survey of State Library Agencies met on Thursday, February 19 and Friday, February 20, 1998, at the Mayflower Hotel, 1127 Connecticut Avenue, NW in Washington, DC. Mr. Shubert called the meeting to order at 2 p.m.

Present were (\*indicates the individual was present for part of the meeting; \*\* indicates the individual was not present at the opening of the meeting): Laura **Aneckstein** (Census), Adrienne **Chute** (NCES), Diane **Frankel**\* (IMLS), Michael Freeman\* (Census), Patricia **Garner** (Census), Howard Harris\*\* (RMG Associates), Thomas **Jaques** \*(COSLA, State Library of Louisiana), Carrol **Kindel** \*\* (NCES), Roslyn **Korb** (NCES), Elaine **Kroe** (NCES), Keith Curry **Lance** (FSCS Steering Committee), Libby **Law** (Data Coordinator, South Carolina State Library), Mary Jo **Lynch**\*\* (ALA), Robert **McArthur** (Census), Kim **Miller**\*, (NCLIS/LSP), Johnny **Monaco**\* (Census), (Census), Regina Padget (Census), Gerry **Rowland** (Data Coordinator, State Library of Iowa), Joseph F. **Shubert** (New York State Librarian Emeritus), Betsy **Sywet**\* (IMLS), Diana Ray **Tope** (FSCS Steering Committee, Georgia), Robert S **Willard**\* (NCLIS). Barratt **Wilkins** (State Librarian of Florida and Chair of the COSLA Research and Statistics Committee).

The Steering Committee met from 2 to 5 p.m. on February 19 and from 9 a.m. to 4 p.m. on February 20 (with a recess for lunch from 12:15 to 1:30 p.m.).

### (1) Introduction of New Members and Others

Mr. Shubert noted with regret that Mr. Sloan has resigned as Chair of the COSLA Research and Statistics Committee. He congratulated Mr. Wilkins who is the new Chair of that Committee and is therefore COSLA's official representative to the StLA Steering Committee. He also noted that this is John Medina's last meeting with the Steering Committee inasmuch as he has taken a new position. Ms. Garner is taking responsibility for the work which Mr. Medina has done for the Survey.

Mr. Shubert also welcomed Ms Frankel and Ms Sywet of the Institute of Museum and Library Services.

### (2) Chair's Remarks and Agenda

Mr. Shubert noted that this is the first Steering Committee meeting without John Lorenz. He expressed appreciation to Mr. Lorenz, noting his continuing interest in library statistics. Mr. Shubert also expressed appreciation to Ms. Miller for her excellent work in preparing for the meeting, and for chairing the task force on Awards.

He thanked Ms Kroe, Ms Aneckstein, and other members of the Steering Committee for their responses to the call for agenda items and thanked the several task forces for completing their work in time for the reports to be sent to each Steering Committee member. He thanked Mr. Rowland for chairing the Electronic/Digital/ network Data Elements Task Force following Mr. Sloan's resignation.

The preliminary agenda was approved with the proviso that additional items might be added to Item 10 during the course of the meeting.

### (3) Recent Developments Impacting on the Survey

NCES (3a) Ms Korb described plans and work underway to review the several library surveys for consistency in definitions of data elements and ways to improve the surveys so that they meet their individual objectives and also comprise a total view of library services and resources.

IMLS (3bb) (Institute of Museum and Library Services) Ms. Frankel expressed appreciation of the importance of the StLA Survey data and her interest in cooperation between IMLS and NCES in library statistical data relating to state library agencies and the services and connections which LSTA encourages. She introduced Ms. Sywetz, who will represent her at future meetings of the Steering Committee.

Ms. Frankel and Ms Sywetz reported briefly on work on LSTA reporting systems. An IMLS/COSLA task force headed by Utah State Librarian Amy Owens is developing recommendations for reporting initiatives and accomplishments (Mr. Wilkins is a member of that task force). IMLS has also contracted for a content analysis of LSTA state plans to provide insight into reporting needs and possibilities. Ms. Frankel noted the expectations of the Government Performance and Results Act and that her first hearing on FY 99 appropriations request is scheduled for April 1. She and Ms. Sywetz responded to questions on the IMLS and the LSTA program.

NCLIS/LSP (3b) Mr. Willard, who has served as a Commissioner since 1994 and is now Acting Executive Director of NCLIS, commented on his interest in the NCLIS/NCES Library Statistics Program (LSP), his participation in several Library Statistics Policy Forums, and his support for recommendations that Howard Harris made following his study of the LSP program and NCLIS interest in research and statistics.

### (3c) Briefings on Various Studies

3c-1) Duplication of Data and Expenditure Data. For the mailings in advance of the meeting, Ms Aneckstein had provided pages from her study "Evaluation of the NCES State Library Agencies Survey: An Examination of Duplication and Definitions in the Fiscal Section of the State Library Agencies Survey." She responded to questions on her several recommendations relating to definitions of LSCA income and expenditures data cells.

Ms. Aneckstein noted that some states reported LSTA income on the basis of their "drawdowns," while others reported "allotments." She noted that the truest picture of income resulted when the states reported drawdowns. She also noted that there was only a 5-10 percent variance in income reported as allotments with those which used drawdowns. Discussion ensued on a recommendation that all states report on the basis of the federal fiscal year. There was consensus that it is important that each state be able to submit its data on the basis of its own fiscal year inasmuch as most the resources for StLA are from state funds and its own reporting system is based on the fiscal year established by its state.

Subsequently, a working group composed of Ms. Aneckstein, Ms. Korb, Ms. Kroe, and Mr. Wilkins agreed that NCES will each year secure allotment figures from IMLS and insert these in the software as LSTA income.

The Steering Committee agreed to discuss Ms. Aneckstein's recommendations further in conjunction with those of the Task Force on LSTA Data Elements.

(3C-2) Possibilities for Improved Consistency Among the Six Library Surveys Mr. Harris reported on the study which he undertook for NCLIS, "Assessment and Planning for NCLIS Role in Library Statistics Cooperative Program." For the mailing in advance of the meeting, he had provided a set of 19 pages of transparencies summarizing his findings and recommendations, dated December 1997. He provided a presentation based on these pages.

Mr. Harris responded to questions on (1) the reasons for, and the feasibility of, his recommendation to change the current advisory group structure to "provide for a single LSP/LSCP advisory group with members from each type of library surveyed and proportionately greater representation for those types of libraries survey annually" and related recommendations for task forces and the composition of the advisory group and task forces; (2) the status of the report and recommendations; and (3) the Commission's interest in the statistics program, research on public policy concerns, and the "politics" of library statistics.

Mr. Willard said that NCLIS had received and discussed the report in the Fall of 1997, but has taken no position on the recommendations. NCLIS will publish the report and will welcome reactions to the report and discussion of its content. Mr. Willard spoke briefly of the importance of Mr. Lorenz's contributions to the LSP and NCLIS and said that he will work for an early appointment of a professional staff member for statistics and research. He noted, however, that the Administration FY 1999 appropriations request for NCLIS is \$1 million, the same as for FY 1998.

#### (4) 1996 and 1997 Surveys

Ms. Kroe said that the 1996 data is scheduled for adjudication in March. Mr. Medina reported that 19 states submitted data by the February 18 deadline and that 13 of these original submissions were "acceptable and required no error-followup." The Steering Committee agreed that prompt follow-up is needed for the states which have not yet sent data. Mr. Sloan's follow-

up proved helpful in securing the 1996 data; Mr. Wilkins will provide similar follow-up for the 32 states that have not filed 1997 data.

## (5) Data Elements

(5a) Librarian Ms Kroe had provided text for a proposed definition of librarian, consistent with the definition used for FSCS. Following brief discussion, the Steering Committee approved the following definition: ***ALA-MLS: Librarians with master's degrees from programs of library and information studies accredited by the American Library Association.***

(5b) LSTA Data Elements Mr. Wilkins reviewed the report and recommendations of the Task Force on LSCA/LSTA Data Elements, composed of Ms. Tope, Mr. Shubert, and Mr. Wilkins as Chair. (He had provided the report for mailing in advance of the meeting.)

Following discussion on February 19 and 20, and further discussion of the Aneckstein recommendations, the Steering Committee approved (as described in footnotes, the Steering Committee agreed to enable a Ms. Aneckstein, Ms. Korb, Ms. Kroe and Mr. Wilkins to complete the wording of certain definitions immediately following the meeting) the following:

- Change Part I by deleting LSCA references and inserting LSTA.
- Change question 21 in Part K by combining cells 154, 155, 156 and 158. Keep one cell for LSTA income, one cell for other Federal income, and one cell for Total Federal income.
- Retain question 22 in Part K with a change in the second line of text (not the cells), substituting LSTA for LSCA and deleting the parentheses and the reference to "LSCA titles I-VIII."
- Retain the second part of question 22 (cells 179-89) in Part L inasmuch as the several cells are needed for breakouts of state aid. However:
  - (a) change cell 183 to read "Single agency or library providing service to people beyond its legal service area." Change the definition to read: ***This includes grants for such services as statewide interlibrary loan or reference services, networked services, library service to the blind and physically handicapped, etc. Do not include funds administered directly by the StLA to provide such services.***<sup>1</sup>
  - (b) In the definition for cell 179, Individual public libraries, add the ***phrase "Includes both formula aid and grants to"*** at the start of the sentence.

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<sup>1</sup> Ms. Aneckstein's report had pointed out the duplication of reporting caused by following the instruction under Expenditures-Statewide Services to report in cell 190 "sub-grants made to single libraries or other outside agencies to provide or assist in providing such services" and also reporting the same data in cell 183 (Single agency or library providing statewide services." A work group composed of Ms. Aneckstein, Ms. Korb, Ms. Kroe, and Mr. Wilkins recommended rewording the instruction cell 190 to exclude reporting subgrants for statewide services in 190 and to report such subgrants in cell 183 only). The definition was re-worded to included the concept of "all of significant portion of the state."

- Use also the following consistent language:
  - 179. Individual public libraries. Financial assistance to individual public libraries for services to the population of their legal service area.
  - 180. Public library systems. Financial assistance to public library systems for services to their population of legal service area.
  - 181. Other individual libraries. Financial assistance to other individual libraries for services to their populations.
  - 182. Multitype library systems. Financial assistance to multitype library systems for services to their population of legal service area.
  - 183. Single agency or library providing statewide services. Financial assistance to a single entity (agency, library, library system, etc.) for services offered to all libraries in the state, or all state residents, or a significant portion of all libraries or state residents.
- Revise question 23 in Part M as follows:  
LSTA expenditures - Report LSTA expenditures by type of expenditure, and by uses of the expended funds.

<u>Types of Expenditures</u>	
190	Statewide services
191	Grants
192	LSTA administration
193	Total LSTA expenditures (sum of 190-192)

<u>Uses of Expenditures</u>	
194	Networking and electronic access purposes
195	Services to persons who have difficulties using libraries
	Services to children in poverty
196	LSTA administration
197	Total LSTA expenditures (sum of 194-198)

Use the following instruction for both categories of (Types of... in 190-192, and Uses of...in 194-197): ***Report each LSTA expenditure in one, and only one, category.***

Include in the software edit checks 192=197 and 193=198

Note: The Steering Committee, after discussion, dropped the idea of repeating cells 194-198 for state expenditures.

- [The following definitions were completed by Ms Aneckstein, Ms Kroe, Ms Korb, and Mr. Wilkins.
  - (a) Part K = Expenditures. Cell 183 \_\_\_\_, Single Agency or library providing statewide service. ***Financial assistance to a single entity (agency, library, or library system, etc.) for***

*services offered to all libraries in the state, or all state residents, or a significant portion of all libraries or state residents. Exclude funds administered directly by the StLA to provide such service. Exclude construction aid.*

(b) Part J – Income, LSTA. NCES will pre-enter the LSTA federal allotment for the fiscal year, as provided by IMLS. This figure cannot be changed by the respondent.

(5c) Allied Operations. In response to a request from Ms. Kroe, Mr. Shubert had provided for mailing in advance of the meeting a memorandum proposing a definition for “allied operations.” After discussion on February 19 and on February 20, the Steering Committee approved the following definition:

*An allied operation is an office, bureau, division, center or other organizational unit or service within a StLA with staff, mission and resources to provide service not ordinarily considered a state library agency function. It is characterized by having:*

- *a specific mission, which may be a part of the StLA overall mission statement*
- *staff assigned for that mission; that staff usually includes professionals other than librarians (such as historians, archivists, curators, etc.) appropriate to its mission*
- *a high level manager or supervisor, who reports to the StLA chief officer or to a deputy designated by the chief officer*
- *financial resources clearly identified and managed for the operation.*

*Do not report as allied operations a Library for the Blind and Physically Handicapped, a State Center for the Book or a contract with another library or other entity for providing a service in behalf of the StLA.*

(5d) Electronic/digital/network Mr. Rowland reported for the Electronic Data Elements Task Force comprised of Ms. Nevins, Mr. Shubert and Mr. Rowland as Chair. Mr. Rowland had provided a copy of the Task Force report for mailing in advance of the meeting. Following discussion on February 19 and February 29, the Steering Committee approved the following:

- **Web Address.** In Part A, Identification, add a line after cell 011 and the separator, labeled "Web Address." The content line is to be labeled http:// With the following definition: *The Web Address is the Uniform Resource Locator (URL) of the world wide web home page of the StLA.*
- **FCC E-rate Discount Program** In Part D, (Services to Libraries and Systems), add a line (perhaps at the point where a 053a would fit) for "FCC E-rate discount consulting and approval of technology plans."
- In Part J, (Staff) Question #19, for cell 134, expand the definition to include the phrase: "FCC E-rate discount consulting and approval of technology plans."

- Add a new part, "Electronic Access Services and Consultation," possibly between the present Parts M and O.
- Include in this new part, the question: Is the StLA an applicant for the FCC E-rate discount program? (yes or no). For the definition, include the following language: ***An FCC E-rate discount applicant must have an FCC Form 470 and Form 471 on file with the FCC.***
- Include also in this new part
  - (a) Number of Internet terminals reserved for staff access only. Add this Definition: ***Report all electronic devices (computers, dumb terminals, etc.) in the StLA that are used for-staff-use-only for Internet access by the staff of the StLA.***
  - (b) Number of Internet terminals for public access. Add this Definition: ***Report all electronic devices (computers, dumb terminals, etc.) that are used by Internet access by the public. Include terminals that are used by both the staff and the public. Do not include terminals that are reserved for staff use only.***
- Does the StLA receive and respond to reference questions through the Internet?  
Definition: ***Include reference questions received through the Internet, including e-mail and web- based reference forms.***
- Does the StLA , either on its own or in partnership with other agencies in the state, provide or facilitate access for other libraries in the state provide or facilitate access to online reference databases? (yes or no). Definition: ***Count only online databases available through subscription, lease, license, consortial membership, or agreement (includes indexing and abstracting, encyclopedias, dictionaries, statistical compilations, etc.).***
- Does the StLA facilitate electronic access to the holdings of other libraries in the state? (yes or no) If yes, check all that apply.  
 Subsidy for OCLC participation\_\_\_\_\_ (GAC, retrospective conversion)  
 Telnet gateway\_\_\_\_\_ (facilitate or subsidize)  
 CD-ROM union catalog\_\_\_\_\_ (assistance with production, state-wide, regional, multi-type)  
 Web-based union catalog\_\_\_\_\_ (state-wide, multi-state, regional)  
 Z39.50 Gateway\_\_\_\_\_ (regional, multitype, facilitate or subsidize)  
 Other\_\_\_\_\_ .  
 Definition: ***Check "yes" for each for which the StLA plays some role in facilitating access to the holdings of other libraries in the state.***

The Steering Committee agreed that it will be important to consider additional questions relating to the ways in which StLA use technology to make available government

information and what kinds of broad scale digitization projects are underway. Additionally, the Steering Committee will return in future meetings to its discussion of such other issues as:

- Electronic interlibrary loan and text service
- Satellite broadcast capacity
- Web site content (union list of serials, state documents, union catalog of holdings, subject guides, ILL system, online reference database access, other)
- Hits against web server
- Access for persons with disabilities
- Video-conferencing capabilities
- Access to state documents
- Production of government information

(5e) Other Data Elements Discussion. The Steering Committee agreed to add to Part I-Staff, a new item:

- 129. "Marketing/Communication with the definition: ***Includes activities, planning and coordinating the implementation of a statewide communications program about programs and services of libraries; publications development; liaison to citizen groups and library partners in enhancing knowledge of library services and encouraging involvement of the public in determining the effectiveness of library services; and public information.***

And to revise cell:

- 133 to read: Automation/electronic network development/telecommunications" and expand the definition to include: ***"consulting services related to Universal Service Program plan review and approval."***



## 6. Revision of the 1993 Prospectus

Mr. Jaques, Chair of a Task Force (comprised of Ms Law, Mr. Jaques, and Mr. Shubert) to review and update the 1993 Prospectus for the StLA Survey, provided a report to be mailed in advance of the meeting. Mr. Jaques was unable to be at the meeting the afternoon of January 20, and Mr. Wilkins presented the report. After discussion, the report was approved. The approved document, "The Survey of State Library Agencies: The Survey and Its Steering Committee, February 20, 1998" is attached to these notes.

7. Awards Task Force Report Ms Miller, Ms. Lynch, and Mr. Shubert served as an Awards Task Force (Mr. Medina and Mr. Sloan were unable to serve on the Task Force). Ms Miller provided a report to be mailed in advance of the meeting.

Following discussion, the Steering Committee approved a "John G. Lorenz Award for Timely and Accurate Submission of StLA Data" with a description as attached. The Steering Committee also agreed to make the first awards in 1998 for prompt submission of the FY 1997 data.

The Steering Committee considered a second recommendation of the Task Force, for creation of an award to recognize innovative and exemplary use of StLA data. Following discussion, the Steering Committee decided that such an award would require additional study and discussion. Therefore, the Steering Committee did not act on that recommendation.

## 8. 1998 Policy Forum.

Ms Chute reported on the current status of NCES discussions for a 1998 Library Statistics Policy Forum. (She noted that preparation of the report of the September 1997 Forum is about complete and the report should be published soon.)

Forum topics suggested to date include: the Harris report; policy questions relating to the effect that LSTA may have on the several types of libraries; and baseline data on all types of libraries as a comprehensive picture of library service today. The date of the next Forum would depend, in part, on the topic selected and the steps required to prepare for the Forum.

The Steering Committee discussed alternatives briefly. Most interest appeared to lie in focussing on questions related to several of the Harris study recommendations.

## Other Business.

Mr. Wilkins asked for reconsideration of the questions in Part J-Staff relating to race/ethnicity and gender. Following discussion, Ms. Korb agreed that the Steering Committee should discuss the question in September.

Discussion also ensued on uses of these and other data cells in the survey. Mr. Lance volunteered to conduct a survey of use of the StLA data. The Steering Committee accepted the offer, provided the instrument and survey plan are approved by the Steering Committee.

The meeting was adjourned at 4 p.m. on Friday, February 20. The Committee will meet on Wednesday and Thursday, September 23-24, 1998.

J. Shubert

StLA Steering Committee, Feb. 1998 3/25/98

Attachments:

- "The Survey of State Library Agencies: The Survey and its Steering Committee"  
A Statement Approved by the Steering Committee, February 20, 1998
- The John G. Lorenz Award for Timely and Accurate Submission of StLA Data
- Revised StLA Roster

List of documents distributed before or at the meeting:

January 29, 1998 Memo:

- First Chapter and some other excerpts of the Evaluation of the NCES State Library Agencies Survey

February 4, 1998 Memo:

- Meeting Agenda
- Item 3(c)(2) – *Assessment of and Planning for NCLIS Role in Library Statistics Program; Draft Findings and Recommendations*, December 8, 1997; Mr. Harris
- Item 5(a) – copy of 1997 FSCS definition of ALA/MLS librarian; copy of 1997 StLA Survey definition of ALA/MLS librarian
- Item 6 – Revision of the 1993 prospectus (Task Force report); Mr. Jaques
- Item 7 – Awards (memo & two recommendations); Ms. Miller
- September 10-11, 1997, Meeting Notes (previously distributed)

February 6, 1998 Memo:

- Item 5(b) – Develop recommendations for changes throughout the Survey relating to LSCA/LSTA (Task Force report) – Mr. Wilkins, Ms. Tope, Mr. Shubert
- Item 5(c) – Allied Operations definition – Mr. Shubert
- Item 5(d) – Electronic Data Elements (Task Force report) – Mr. Rowland, Ms. Nevins, Mr. Shubert
- February StLA Survey Steering Committee Members and Staff Roster

In Meeting Packets and handed out at meeting:

- Meeting Agenda
- Appendix D & E - STLA Survey System Users Guide
- Print Screens of StLA Survey System 1998 Software